Summer Term Special Initiatives
Call for Proposals

Deadlines for Submission:
October 12, 2015 – Pre-proposal due to School/College Summer Dean
October 21, 2015 – Pre-proposal due to Division of Continuing Studies
December 4, 2015 – Full proposal due to Division of Continuing Studies

Submit pre-proposals to your School/College Summer Dean.

Overview:
Summer Term has a rich history at UW-Madison. For more than 130 years, the university has been offering summer courses and programs to students. Today, Summer Term is an essential part of the year-round operations at UW-Madison. More than 13,000 students enroll in Summer Term annually and nearly 1,000 courses are offered by 13 schools and colleges.

The Summer Term special initiatives were established to provide departments with funding and resources to develop summer curriculum that address high demand and student need. It also provides students with enhanced learning opportunities while providing faculty and staff with teaching opportunities that allow them to take advantage of new teaching methods and tools.

Summer Term Special Initiatives
- Online Summer Course Development
  Online summer courses provide increased flexibility for students and have the potential to expand institutional capacity to reach more learners. (pg. 2)

- Innovative Summer Courses
  Innovative summer courses provide a value-added Badger summer experience for students or fill a curriculum demand currently unmet. (pg. 3)
Online Summer Course Development Call for Pre-Proposals

Summer Term, a unit in the Division of Continuing Studies, is making funding available across campus to support the development of online summer courses. This funding will provide support for course development in summer 2016, fall 2016, and/or spring 2017. Courses receiving funding will first be delivered in summer 2017.

GOALS
Proposals should meet one or more of the online summer course development goals.

- **Address demonstrated student instructional demand**
  This may include courses that fulfill undergraduate requirements, e.g. general education or school/college breadth requirements, gateway courses, entrance to the major, major requirements, or courses that consistently have long waitlists.

- **Improve time to degree**

- **Attract new student populations not currently served in the summer term**

- **Increase student flexibility**

AWARD REQUIREMENTS
These funds are intended to support the development of quality online courses. Every course will be designed around its own set of unique student learning objectives. Faculty and instructors will be provided with tools and training to successfully launch their online course. The following are award requirements:

- **Departmental and school/college commitment**
  The course must be supported at the academic department/program/school/college level. A faculty or academic staff member may lead the effort but there must be departmental support. A range of instructors must be able to deliver the course should the original instructor no longer be able to or wish to teach the course. The expense for delivering the course in the summer must be paid by the department/school/college. Special funds are not available for the delivery of online courses.

- **Demonstrated student demand**
  The course should fill a curriculum demand currently unmet.

- **Course offered consistently in summer**
  It is the responsibility of the academic department and the school/college to ensure the online course is offered for at least 3 consecutive summers. Departments that cannot commit the ongoing instructional costs (salary, fringe, supplies) to teach the online course consistently in the summer should not accept the development funding.

- **Collaboration with assigned instructional design team**
  Online design, development and production staff time and expertise will be provided to awardees. Instructional design staff will work with faculty and instructors to achieve course development goals, align with instructional design standards, meet web accessibility standards, and comply with copyright policy. Note: 50-100 hours is the average length of time faculty/staff spend to develop an online course that meets web-based instructional standards. Additional time will be required to participate in relevant training as needed (see below).

- **Participation in pedagogy training**
  It is to your advantage in the proposal process if you can demonstrate a commitment to online teaching & learning training, whether that be documenting prior professional development experience (e.g. TeachOnline@UW, Blend@UW workshops) or expressing your intended participation in future professional development or training opportunities. Please note, training provides instructors with the foundational knowledge and best practices in designing online courses to improve the quality of learning.
Innovative Summer Course(s) or Program Call for Pre-Proposals

Summer Term, a unit in the Division of Continuing Studies, is making funding available across campus to support the development of innovative summer courses or programs. The funding will provide support for development in summer 2016, fall 2016, and/or spring 2017. Course(s) receiving funding will first be delivered in summer 2017.

GOALS
Proposals should meet one or more of the innovative summer programming goals outlined below.

➢ Address demonstrated student instructional demand
  This may include a course, collection of courses, or program that fulfills undergraduate requirements, e.g. general education or school/college breadth requirements, gateway courses, entrance to the major, major requirements, or courses that consistently have long waitlists.

➢ Improve student skills in their major, field, or career
  This may include summer course(s) that offer students an opportunity to gain hands-on experience or employable skills learned in majors, certificates, and courses (e.g. lab skills boot camp).

➢ Incorporate a “beyond-the-classroom” experience
  This may include pairing a service learning, internship, or volunteer opportunity with a relevant course offering to enhance the student experience.

➢ Attract new student populations not currently served in the summer term

AWARD REQUIREMENTS
These funds are intended to support the development of quality summer courses and programs. Every program will be designed around its own set of unique student learning objectives. Faculty and instructors will be provided with tools and training to successfully launch their program. The following are award requirements:

➢ Departmental and school/college commitment
  The course(s)/program must be supported at the academic department/program/school/college level. A faculty or academic staff member may lead the effort but there must be departmental support. A range of instructors must be able to deliver the course should the original instructor no longer be able to or wish to teach the course. The expense for delivering the course in the summer must be paid by the department/school/college. Special funds are not available for the delivery of the course(s)/program.

➢ Demonstrated student demand
  The course(s)/program should fill a curriculum demand currently unmet.

➢ Course offered consistently in summer
  It is the responsibility of the academic department and the school/college to ensure the course(s)/program is offered for at least 3 consecutive summers. Departments that cannot commit the ongoing instructional costs (salary, fringe, supplies) to teach the course(s)/program consistently in the summer should not accept the development funding.

➢ Learning Objectives and Assessment Plan
  The course(s)/program must have clearly defined learning objectives and include a plan for assessment. Please document in the pre-proposal if you have an interest in future professional development opportunities on best practices in designing courses to enhance the quality of learning (e.g. design around learning objectives, aligned assessment, and active learning).
Submission Process

Pre-proposals are due to your school or college’s Summer Dean October 12, 2015. Faculty and staff should use the included pre-proposal form.

Selected pre-proposals will be notified October 28, 2015 and will be invited to submit a full proposal. It may be necessary to meet with instructional designers, market researchers, or other relevant resources before submitting a full proposal (further details will be provided to those submitting a full proposal).

**TIMELINE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 12, 2015</td>
<td>Pre-proposals due to School/College Summer Dean</td>
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<tr>
<td>October 21, 2015</td>
<td>Pre-proposals due to Division of Continuing Studies</td>
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<tr>
<td>October 28, 2015</td>
<td>Selected pre-proposals invited to submit full proposals</td>
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<tr>
<td>October 28-December 4, 2015</td>
<td>Consultation with instructional designer or market researcher</td>
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<tr>
<td>December 4, 2015</td>
<td>Full proposals due to Division of Continuing Studies</td>
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<tr>
<td>December 18, 2015</td>
<td>Awards announced</td>
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<tr>
<td>January 11-March 14, 2016</td>
<td>Meet assigned design team; participate in training (if relevant)</td>
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<td>May/June 2016</td>
<td>Development begins</td>
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**QUESTIONS**

For questions, contact your school/college Summer Dean or Sarah Barber (sbarber@dcs.wisc.edu; 262-3598) Assistant Dean for Summer Term.
Summer Term Special Initiatives Pre-Proposal Form

☐ Online Summer Course Development Pre-Proposal
☐ Innovative Summer Programming Pre-Proposal

*Completed pre-proposals should not exceed 2 pages.*

<table>
<thead>
<tr>
<th>Course/Program Name and Number</th>
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<tbody>
<tr>
<td>Sponsoring Department &amp; Department Chair</td>
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<tr>
<td>Department Chair Contact Information</td>
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<td>Primary Instructor</td>
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<td>Other Project Personnel and Units (if applicable)</td>
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**Proposal Overview**

<table>
<thead>
<tr>
<th>Course/Program Description</th>
<th>Describe the course/program and list course/program objectives.</th>
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<tbody>
<tr>
<td>Role of Course/Program in Curriculum</td>
<td>Briefly outline the role of the course/program in the curriculum (e.g. demonstrated instructional demand) and/or possible role in attracting new student audiences in the summer such as non-traditional or non-degree special students.</td>
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<tr>
<td>Summer Course/Program Development Goals</td>
<td>Briefly explain how course/program will meet summer development goals (listed in Call for Pre-Proposals).</td>
</tr>
<tr>
<td>Collaborators/Partners</td>
<td>Identify the roles of any collaborators or groups with whom you expect to work to develop and implement the course/program (e.g., academic departments, libraries, administrative or academic support services, etc.).</td>
</tr>
<tr>
<td>Technology Support &amp; Multimedia Resources [Online Courses Only]</td>
<td>Online design, development and production staff time and expertise will be provided to awardees by one of the following campus units: DoIT Academic Technology, Division of Continuing Studies Program Development Team, Teaching &amp; Learning Services @ Wendt Commons, L&amp;S Learning Support Services, School of Education Merit, SMPH Distance Education Technology Consultant, or other supporting unit. Please describe any graphics, audio, video, specialized software, etc. you hope to include in this course.</td>
</tr>
<tr>
<td>Budget</td>
<td>Provide a brief budget outlining resources needed.</td>
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<tr>
<td>Project Timeline</td>
<td>All courses/programs will be launched in summer 2017. Please specify the anticipated timeline/dates for development to achieve the summer 2017 launch date.</td>
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